



WORK SIMPLIFICATION PRINCIPLES APPLIED TO THE HOME

1. Can this operation be eliminated? (What would happen if I didn't do it?)
2. Can I substitute a better way?
3. Can I use my equipment to better advantage?
4. Is my equipment in good order?
5. Can the order of work be changed so as to allow more work with less physical effort?
6. Can I ease a job? Reduce the time needed to do it?
7. Am I overexerting myself by stooping? Lifting the hard way?
8. Can excess travel be eliminated by --
 - (a) Planning work?
 - (b) Changing the places where things are kept?
 - (c) Combining the jobs?
9. When I do something repetitive Can I ---
 - (a) Sit comfortably?
 - (b) Let gravity help?
 - (c) Have both hands work instead of one holding?
 - (d) Make the job safer?
 - (e) Use a better tool?
 - (f) Arrange my work so everything is within elbow reach?
 - (g) Use all the help I can get?
10. What is the best time to do a job?
11. Do I train helpers in the best way to do a job?
12. Do I train helpers in the best way to use a tool?

*Adapted from Farm Labor Check List, Farm Work Simplification Project, Purdue University, La Fayette, Ind.

